

M e m o r a n d u m

Date: May 27, 2010

To: San Francisco Area

Attention: Captain P. J. Fontana

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the San Francisco Area was conducted on March 26, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 13, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 911 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 59 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	342	37.54%	21.77	22
Telecommunications	339	37.21%	21.58	22
Fleet	42	4.61%	2.67	3
Weapons	188	20.64%	11.97	12
Total	911			59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 57 of the 59 items were located. Two items (Scanner - #R50118, and Portable Radio - #R56735) were reported as lost items in 1997 and 2002, respectively, and are subject to quarterly reporting. A memorandum from the Office of the Assistant Commissioner is attached itemizing the lost property. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 14 of the 14 items reconciled.

Because of your strong efforts, which resulted in all inventoried items being accounted for, no further follow-up is necessary on your part.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

San Francisco Area

Page 3

May 27, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Golden Gate Division
Office of Inspections, Audits Unit

ATTACHMENT

A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
SAN FRANCISCO - 335
APRIL 13, 2010

ATTACHMENT A

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
	N/A							

ATTACHMENT

B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
SAN FRANCISCO - 335**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	106168	CAMERA STILL SPECTRA						
2	110305	HOIST	99B197	X				
3	115915	RADAR VEHICLE	044149	X				
4	116406	RADAR VEHICLE	044835	X				
5	125501	BREATH ANALYZER	047940	X				
6	135763	COMPUTER	2UA4450CDN	X				
7	135786	COMPUTER	2UA4450CFQ	X				
8	135789	COMPUTER	2UA4450CGT	X				
9	135798	COMPUTER	2UA4450CH1	X				
10	141317	COMPUTER	2UB5420G0J	X				
11	152389	COMPUTER	MXL7300V90	X				
12	152393	COMPUTER	MXL7300VV6	X				
13	156331	LAPTOP	0039338829	X				
14	156334	LAPTOP	0039338796	X				
15	156340	LAPTOP	0039338833	X				
16	156346	LAPTOP	0039338802	X				
17	157051	LAPTOP	0040297080	X				
18	157087	LAPTOP	0039338997	X				
19	157097	LAPTOP	0039339035	X				
20	157111	LAPTOP	0039338995	X				
21	165000	LAPTOP	4646178	X				
22	XRR0549	PAS DEVICE	18394	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
SAN FRANCISCO - 335**

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	147604		COMPUTER	2UA6341786	X					
2	151722		COMPUTER	MXL7250D1J	X					
3	151727		COMPUTER	MXL7250D1P	X					
4	152388		COMPUTER	MXL7300VV9	X					
5	152392		COMPUTER	MXL7300VSK	X					
6	157976		PRINTER	CNRXX38999	X					

LEGEND

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ATTACHMENT

C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
SAN FRANCISCO - 335**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R42162	Mobile Radio	1248274	9540760	X					
2	R49617	Mobile Repeater	1215470	7821190	X					
3	R50118	Scanner		5000902						Previously reported as lost. Memo attached.
4	R50836	Scanner	C1803P	902486	95004692	X				
5	R56735	Portable Radio	UnknPer02	was-335	833770518					Previously reported as lost. Memo attached.
6	R60904	Battery Charger - Radio			X					
7	R62364	Hand-Held Radio	12853	402AWW5833	X					
8	R62874	Hand-Held Radio	19328	402AWW4939	X					
9	R65659	Hand-Held Radio	09902	402AWY7660	X					
10	R65901	Hand-Held Radio	09885	402AWY9731	X					
11	R65943	Hand-Held Radio	19820	402AWY9323	X					
12	R66437	Hand-Held Radio	11846	402AWY9196	X					
13	R67123	Hand-Held Radio	19906	402AXA3682	X					
14	R67473	Hand-Held Radio	18777	402AXA4176	X					
15	R68587	Hand-Held Radio	15214	402AXE8228	X					
16	R74674	Scanner	1215470	75002404	X					
17	R80372	Control Head - Mobile	1239994		X					
18	R85660	Control Head - Mobile			X					
19	R86061	Control Head - Mobile	1239807		X					
20	R86589	Control Head - Motorcycle	M9149		X					
21	R97094	Control Head - Mobile	1240006		X					
22	R98385	Control Head - Mobile	3QDY762	5MES161	X					
EQUIPMENT TO INVENTORY LIST										
1	R41267	Mobile Radio	1239994	9540256	X					
2	R58933	Scanner	909484	C2138P	55009459	X				

LEGEND

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State of California

Business, Transportation and Licensing Agency

M e m o r a n d u m

Date: August 3, 2009

To: Golden Gate Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Assistant Commissioner, Field

File No: 02.9578.A06780.047.000_memo_ACF_3qtr

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

Attached is the updated spreadsheet of missing R-Numbered (Telecommunications) equipment which was last known to be assigned to the Areas sections within your Division. As directed in the memorandum dated October 29, 2008, the items listed are subject to quarterly reporting until located. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections. The first quarterly report is due October 15, 2009, and will span the time period of July 1, 2009, through September 30, 2009. Each subsequent report is due on the 15th day of the first month following the end of the quarter.

Commands can check on possible changes to equipment assignments by going to the California Highway Patrol (CHP) Intranet page and entering <http://10.240.2.200/in.asp>. Equipment assignment information can be obtained by entering the property tag number (5 or 6 digit CHP #, R #, AP #, or X #). This web site is case sensitive and capital letters must be used. If the item has been surveyed by the appropriate Office of Primary Interest, commands can confirm the survey by contacting Telecommunications Section for R-Numbered equipment, Information Technology Section for computer equipment, or Business Services Section, Supply Services Unit, for all other CHP numbered equipment.

Should you have any questions, please contact Telecommunications Section commander, Captain Joe Whiteford, at (916) 375-2901.



L. J. CLARK
Assistant Commissioner

Attachment

cc: Office of Inspections

Safety, Service, and Security

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Return to Areas

Last Known Area	Year of Change	Asset #	Equipment Type	Serial Number	Model	
335	1997	R33646	Scanner	272A17453	REGENCY	M100
335	1997	R35041	Scanner	272A44731	REGENCY	M100
335	1997	R35677	Scanner	272A50118	REGENCY	M100
335	2008	R38615	Portable Radio	431074133	GENFRAI FI	P664KFWPCX UnknPer06 was-335
335	1997	R40464	Answering Machine		PANASONIC	KXT1624
335	1997	R41436	Mobile Radio	9640044	GE	RANCOR5488P1
335	1997	R46090	Mobile Repeater	7625680	GF	RVR16HP
335	1997	R50118	Scanner	5000902	UNIDEN	MR8100
335	2004	R53646	Citizen Band Radio	45013595	UNITRON	PRO520X1 UnknPer02 was-335
335	1997	R56726	Portable Radio	83376461H	GF	
335	1997	R56727	Portable Radio	833767817	GF	
335	2002	R56733	Portable Radio	833768517	GF	UnknPer02
335	2002	R56735	Portable Radio	833770518	GF	UnknPer02
335	1997	R56770	Battery Charger - Radio		GF	SINGI F
335	1997	R56774	Portable Radio	833763716	GF	MPA
335	2002	R69964	Hand-Held Radio		MOTOROLA	MT2000 UnknPer02

ATTACHMENT

D

**CALIFORNIA HIGHWAY PATROL
2010 FLEET INSPECTION
SAN FRANCISCO - 335**

ATTACHMENT D

EQUIPMENT ID		LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	1204288	1204288	2005 FORD	CROWN VICTORIA	X					
2	1248404	1248404	2009 FORD	CROWN VICTORIA	X					
3	1289077	1289077	2009 FORD	CROWN VICTORIA	X					
EQUIPMENT TO INVENTORY LIST										
1	1239994		2006 FORD	CROWN VICTORIA	X					
2	1249938		2007 FORD	CROWN VICTORIA	X					
3	1270614		2008 FORD	CROWN VICTORIA	X					
4	3QDY762	5MES161	2005 FORD	COMMANDER VEHICLE	X					
5	C2138P	E909484	2001 DODGE	MRE 2X4	X					
6	M8922	E87A66	2002 BMW	ENFORCEMENT MOTORCYCLE	X					

LEGEND

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ATTACHMENT

E

335 - San Francisco

March 30, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#Control#

Comments

[illegible]

Department of California Highway Patrol
Complete Area Inventory
335 - San Francisco

March 30, 2010

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
335 - San Francisco

March 30, 2010

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
335 - San Francisco

March 30, 2010

Issued to officer:

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Department of California Highway Patrol
Complete Area Inventory
335 - San Francisco

March 30, 2010

[REDACTED]

[REDACTED]

Department of California Highway Patrol

Complete Area Inventory

335 - San Francisco

March 30, 2010

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Issued to Area/Division:

Ser#Control#

Comments

Ser#Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Department of California Highway Patrol

Complete Area Inventory

335 - San Francisco

March 30, 2010

Issued to Area/Division:

(202) Issued to Area/Division

Serial#

Control#Comments

Issued to Area/Division:

Complete Area Inventory

335 - San Francisco

March 30, 2010

[REDACTED]
(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]